



Iowa Department of  
Administrative Services

General Services Enterprise

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## **M E M O R A N D U M**

TO: Department Directors  
FROM: Mollie Anderson  
DATE: April 7, 2006  
SUBJECT: Air conditioning systems will be fully functioning April 17

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With the onset of warmer weather, we wanted to notify you of the intended date for switching from heating to air cooling functions on the Capitol Complex.

We will begin air conditioning on Monday, April 17, 2006. Due to the unpredictability of spring weather in Iowa and our water-cooled systems, we must wait to turn on the air conditioning until we are certain the temperature will remain above freezing. If temperatures drop below freezing after the air conditioning system is turned on, damage could result that would leave us without air conditioning when it is most needed. We appreciate your patience and understanding while this transition is made; we understand there may be some days before April 17 when the buildings will be warmer than desired. Wearing layered clothing until the transition has been completed will help ensure you are as comfortable as possible until the cooling system is fully operational.

Please be advised that air conditioning temperature will be adjusted to 78° (spring/summer) and heating to 68° (fall/winter). There may be a 3° variance, but 78° will be the highest temperature and 68° the lowest.

We all play a part in the state's energy conservation efforts. We would like to take the opportunity to thank you for working together in this partnership as we continue to address rising utility costs. If you have any suggestions for ways to conserve energy on the Capitol Complex, please e-mail those ideas to [energy@iowa.gov](mailto:energy@iowa.gov).

If you have any questions or need to report extreme temperatures in a building, please contact the DAS Customer Service Center at 242-5120.